



Wes Moore | Governor
Aruna Miller | Lt. Governor
Kevin A. Anderson | Secretary of Commerce
Signe Pringle | Deputy Secretary of Commerce

**PUBLIC ART PROJECT MANAGER
ADMINISTRATIVE OFFICER III (CONTRACTUAL)
SALARY: \$25.64 -\$41.10 hourly**

**MARYLAND DEPARTMENT OF COMMERCE
MARYLAND STATE ARTS COUNCIL**

The Maryland Department of Commerce is seeking qualified applicants for the contractual position of Public Art Project Manager within the Maryland State Arts Council (MSAC). This position supports the proliferation of public art statewide primarily responsible for managing public art programs and projects for MSAC. The position reports to the Public Art Program Director and works with other staff providing technical assistance, professional development and program policy recommendations. The position administers the Public Art Across Maryland New Artworks and Conservation Grants program working with artists and local partners in implementing community public art projects; assists in the grant application process including eligibility review and grant panel coordination; administers Artwork Commission projects working closely with the state-user agency partners and contracted artists; assists with artist selection processes; writing project solicitations, contracting and maintaining program and project budgets; conducts grants and project site visits; develops and conducts public art professional development trainings; serves as a liaison between MSAC, Maryland Public Art Commission, artists, clients architects, contractors and other regulatory officials; and writes web and promotional content specific to MSAC public art programs and projects. State travel required.

The selected employee will possess excellent interpersonal skills to work with high level public and private sector officials and maintain effective working relationships; excellent written and oral communication skills; have the ability to work independently; handle multiple, concurrent, and high priority projects and be knowledgeable of the trend and practices related to public art. Experience in administration of grants, contracts, and/or public programs and projects required. Proficiency with Google Suite Google Mail, Docs, Sheets, Slides, and/or other relevant software.

Candidate must have graduated from an accredited high school or possess a high school equivalency certificate with three years (3) of administrative staff or professional work. Substitutions: 30 college credit hours for up to two years of the required experience; Bachelor's degree for the required experience; U.S. Armed Forces military service as a commissioned officer involving staff work using independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations or analysis of operational programs or procedures with recommendations for improvement on a year-for-year basis for the required experience. **Preferred Qualifications:** 1. Bachelor's degree in the visual arts, art history, or urban design or arts administration **AND** three (3) years' experience in administrative staff or professional work. 2. Experience with a public arts program and or projects. 3. Ability in organizing projects. 4) Work experience with artists, design professionals, fabricators and/or contractors.

It is **highly preferred** that you apply online at <http://commerce.maryland.gov/careers> - review Career Openings section. Attach a resume to the online application and complete the supplemental questions. If you are unable to apply online, submit your State application form, resume and supplemental questionnaire to: anna.halikias@maryland.gov

**MARYLAND DEPARTMENT OF COMMERCE -OFFICE OF HUMAN RESOURCES
ATTN: PUBLIC ART PROJECT MANAGER
World Trade Center – 401 East Pratt Street – 10TH Floor, Baltimore, Maryland 21202
NO LATER THAN: WEDNESDAY, JULY 19, 2023 (23-006071-0008)**

An E-Verify and Equal Opportunity Employer

TTY Phone: 1-800-735-2258